



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

कार्यालय प्रधान मुख्य आयकर आयुक्त, उ. प. क्षेत्र, आयकर भवन, सेक्टर-17-ई, चण्डीगढ़  
Office of the Pr. Chief Commissioner of Income Tax (NWR), Aayakar Bhawan,  
Sector-17-E, Chandigarh. Tel./Fax- 0172-2544244/2544626  
Email:chandigarh.deit.hq.admin@incometax.gov.in

F.No: Pr.CCIT/NWR/CB-II&III/153/2023-24/2710

Dated: 20/02/2024

To

The Chief Commissioner of Income Tax, Ludhiana/Amritsar/  
Panchkula/Shimla.  
The Director General of Income Tax (Inv.), Chandigarh.  
All the Pr. Commissioners/Directors of Income Tax, NWR.  
All the Commissioners/Directors of Income Tax, NWR.  
The Addl. Director General (DTRTI), Chandigarh.  
The Addl. Commissioner of Income Tax (International Taxation),  
Chandigarh.

Sir/Madam,

**Sub: - Launch of Profile Correction/Verification module on  
www.incometaxchandigarh.org - regarding-**

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Kindly refer to the subject cited above.

2. In this regard, it is submitted that "**Profile Correction/Verification module**" has been developed on official website of North West Region i.e. **www.incometaxchandigarh.org** to allow all the Officers and Officials of NWR to conveniently raise request for correction/updation/modification in their profiles, if any. The concerned Officer/Official can directly submit/upload employee proforma duly verified by DDO **on the website only**.

3. In this regard, I am directed to convey that it has been observed that many officers/officials have not updated their profiles on official website of NWR. Further, w.e.f. March, 2024, new fields related to officers/officials' cadre/designation at the time of initial recruitment, modes of recruitment and RY thereof, state allocated (for MTS only), sub-categories for PH employees and whether an employee is Ex-servicemen/EWS etc. have been incorporated in

the official website and the data for the same needs to be updated by each and every employee (up to the rank of ITO) in NWR.

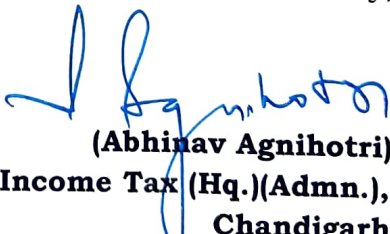
4. Accordingly, I am directed to request you to kindly instruct all the Officers (up to the rank of ITO) and Officials posted under your charge to login website through their credentials and verify their employee profiles (the set of instructions annexed as **Annexure A**), and raise requests for updating newly incorporated fields and for correction/modification of existing data, if any. It may kindly be noted that if the profile correction/modification is not done by the concerned officer(s)/official(s), it will be assumed that their profiles are correct and the decision regarding future action will be taken as per data/record available in this office. **However, it is mandatory for each and every employee (up to the rank of ITO) to send profile updation form in respect of newly incorporated fields in employee profile on website.**

5. It is submitted that the window to upload employee proforma duly verified by DDO concerned will be functional from **20.03.2024 till 31.03.2024.**

A set of Instructions for profile correction/verification module, FAQs thereon and a Profile Correction Request Form are enclosed herewith as Annexure-A, B and C respectively.

Yours faithfully,

**Encl:** As above.

  
**(Abhinav Agnihotri)**  
**Dy. Commissioner of Income Tax (Hq.)(Admn.),**  
**Chandigarh**

## Annexure A

### Set of instructions for Profile Correction/ Verification module available on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)

1. **Login website:** following window will appear on homepage of the website. Read the message carefully before proceeding.

**Welcome to Profile Correction/Verification Module**

All the officers and officials of North West Region are requested to kindly go through their profiles, and bring into notice discrepancies, if any. This module has been developed to enable all the officers and officials to conveniently raise the profile correction/update request in an easy manner.

Accordingly, all are advised to carefully verify various details like date of birth, current & previous postings, joining & relieving dates of current & previous postings, etc.

Click following link to go to your profile and follow instructions. Navigate to your profile

In case, if you wish to upload copy of rectified profile (in pdf format only) after making necessary corrections, which has been duly verified & attested by the DDO concerned and size of which should not exceed 2 MB, click following button

Upload a file

Regards,  
DCIT (HQ)(Admin.),  
O/o the Pr Chief Commissioner of Income Tax (CCA), NWR,  
Chandigarh

2. **Verify Your profile :**

- a) Click "**Navigate to your profile**". The user will be navigated to profile page.

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Upload a file

Regards,  
DCIT (HQ)(Admin.),  
O/o the Pr Chief Commissioner of Income Tax (CCA), NWR,  
Chandigarh

- b) Verify each and every detail mentioned in your profile like :

- ✓ the details mentioned under basic information like Name, Category (**ex-servicemen/EWS, sub-categories of PH etc.**) , Date of birth, Address, Mobile No., current designation etc are correct.
- ✓ **the details of initial recruitment like designation, exam year/joining year, mode of recruitment etc. are correct**
- ✓ the details mentioned under departmental information like Employee No., present posting (at Headquarters , Circle, Ward, etc.), joining dates, **state allocated (for MTS only)** etc are correct.
- ✓ the posting details along with office of posting, designation, stations, joining and relieving dates are correctly mentioned in each & every posting.

- c) If the details mentioned are correct, click "Yes, the details mentioned in my profile are correct"

**Yes, the details mentioned in my profile are correct**

- ✓ Following popup message carrying **self declaration** will appear. The Officer/Official is requested to read the declaration carefully and take action accordingly:

**Declaration by the Officer/Official**

I have carefully verified the particulars mentioned in my profile, and hereby declare that the information given in my profile is true & correct. I shall be responsible for any transfer and posting taking place in view of information mentioned in my profile.

Name \_\_\_\_\_ Designation \_\_\_\_\_ Date \_\_\_\_\_

- ✓ If the details mentioned in profile are correct, accept the declaration by clicking "Submit" button. The record will be saved in the database. The Officer/Official can also view declaration made by her/him under Profile Correction > My Declarations.
- d) If the details mentioned in profile needs to be corrected/modified/updated, click "No, I want correction".

- ✓ A popup message will appear. The user can download the profile correction proforma in editable word file. Please do not change the format/omit any particular mentioned in proforma.

Please download Profile Correction Proforma. Fill the proforma, get it duly attested by the DDO and upload

- ✓ Fill the proforma correctly and highlight the required changes. All the particulars are to be filled mandatorily and no particular should be omitted from the editable word file. **The profile correction form should be duly attested by the DDO.**

**3. Upload duly attested profile correction form** : Kindly note that only 01 file per User is allowed at one instance. Hence, **upload your document very carefully.**

- a) Login website using valid credentials. Click "Browse" button to **select scanned copy of duly attested profile correction form** (size of which should not exceed 2 MB), and click "Upload" button.

**Welcome to Profile Correction/Verification Module**

All the officers and officials of North West Region are requested to kindly go through their profiles, and bring into notice discrepancies, if any. This module has been developed to enable all the officers and officials to conveniently raise the profile correction/ updation request in an easy manner.

Accordingly, all are advised to carefully verify various details like date of birth, current & previous postings, joining & relieving dates of current & previous postings, etc.

Click following link to go to your profile and follow instructions. Navigate to your profile.

In case, if you wish to upload copy of corrected profile (in pdf format only) after making necessary corrections, which has been duly verified & attested by the DDO concerned and size of which should not exceed 2 MB, click following button

→

The duly attested profile correction form may be uploaded by selecting file and clicking upload button.

Regards,  
 DCH (HQ)(Admin),  
 D/O the Pr. Chief Commissioner of Income Tax (C.A), NWRC  
 Chandigarh.

- b) Once the file is uploaded by the employee, a success message will appear as shown below:

**Welcome to Profile Correction/Verification Module**

All the officers and officials of North West Region are requested to kindly go through their profiles, and bring into notice discrepancies, if any. This module has been developed to enable all the officers and officials to conveniently raise the profile correction/updation request in an easy manner.

Accordingly, all are advised to carefully verify various details like date of birth, current & previous postings, joining & relieving dates of current & previous postings, etc.

Click following link to go to your profile and follow instructions: [Navigate to your profile](#)

You have successfully uploaded a file, which is under the process of verification	Once the file is uploaded successfully, a success message will appear
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Regards,  
DCIT (HQ)(Admin.),  
O/o the Pr Chief Commissioner of Income Tax (CCA), NWR,  
Chandigarh

- c) After successful uploading of the file, Admin takes action on such request and takes action accordingly.

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**4. It may be noted that the profile correction form will be considered only if each page of the same is signed and duly verified by concerned DDO.**

**5. In case of any technical issue, please contact:-**

Sh. Oscar Bansal, Inspector of Income Tax (Mob: 9815715780)

Or

Sh. Ajay, Inspector of Income Tax (Mob: 8950495330)

**Frequently Asked Questions**

**Q: 1 How will I get to know if my request has been verified/accepted?**

**Ans:** Once employee has successfully uploaded duly attested profile correction request form, the file is further scrutinized by the Admin. Upon successful verification, the modifications/updation/corrections are reflected in profile of that employee and profile verification/correction also gets disabled for that employee. The employee can login her/his profile and check corrections.

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**Q: 2 How will I get to know if my request has been rejected?**

**Ans:** In case, Admin has rejected profile correction request form submitted by the employee, the **rejection message** and **rejection comments** will be visible to that employee only (after user logs in). In this case, employee can again upload profile correction request form after taking necessary corrective measure.

<b>Welcome to Profile Correction/Verification Module</b>	
All the officers and officials of North West Region are requested to kindly go through their profiles, and bring into notice discrepancies, if any. This module has been developed to enable all the officers and officials to conveniently raise the profile correction/updation request in an easy manner.	
Accordingly, all are advised to carefully verify various details like date of birth, current & previous postings, joining & relieving dates of current & previous postings, etc.	
Click following link to go to your profile and follow instructions: <a href="#">Navigate to your profile</a>	
Your profile correction has been cancelled. Reason mentioned: Since you have not got request form duly attested by the DDO, your request is rejected. Please read instructions carefully and then submit your request again	
In case, if you wish to upload copy of rectified profile (in pdf format only) after making necessary corrections, which has been duly verified & attested by the DDO concerned and size of which should not exceed 2 MB, click following button :	
<input type="button" value="Browse Files"/>	<input type="button" value="upload"/>
Regards, DCIT (HQ)(Admin), O/o the Pr Chief Commissioner of Income Tax (CCA), NWR, Chandigarh	

**Q: 3 How can I view record of self declarations made by me in respect of details mentioned in my profile?**

**Ans:** Login website using valid credentials. Under "View Dashboard", go to Profile Correction > My declarations. The record of self declarations made by the employee in respect of details mentioned in her/his profile is also maintained.

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**Q:4 How can I view record of profile correction forms uploaded by me and status of each such request?**

**Ans:** Login website using valid credentials. Under “View Dashboard”, go to Profile Correction > Correction Status. The record of every profile correction request along with date/time of verification/rejection and form(s) uploaded by the employee, is also maintained.

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**Q:5 What will be RY of my initial recruitment?**

**Ans:** RY of initial recruitment shall be the exam year where the mode of initial recruitment is through SSC, for instance RY will be 2023 if the employee was recruited through CGLE 2023. RY in respect of all other modes of recruitment will be taken as the year in which the employee joined in the North West Region.

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**Q:6 I joined the Department through SSC/Compassionate Appointment/Sports recruitment/absorption/others etc. but joined in NWR on transfer on Loan basis/by Inter Charge Transfer. What will be my designation on initial recruitment, year of joining and mode of recruitment?**

**Ans:** In case of employees who joined NWR on transfer on Loan basis or by Inter Charge Transfer, their mode of recruitment shall be considered as Loan or ICT whichever is applicable and accordingly, their designation/cadre on initial recruitment and RY shall be the designation/cadre and year in which they joined NWR irrespective of their initial recruitments in the Department.

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**PROFILE CORRECTION REQUEST FORM**

To

The Dy. Commissioner of Income Tax (Hq)(Admin.),  
O/o the Pr. Chief Commissioner of Income Tax (CCA), NWR  
Email: [chandigarh.dcit.hq.admin@incometax.gov.in](mailto:chandigarh.dcit.hq.admin@incometax.gov.in)

**Sub.: Profile correction request - regarding**

S. No.	Particulars	Details	
1	Name		
2	Date of Birth		
3	Civil/ Employee Code		
4	Current Designation		
5	(a) Initial Recruitment (Designation)		
	(b) Mode of Recruitment (SSC/Compassionate/ Sports/ Loan/ ICT/Absorption/Others)	(Refer Q:6 of FAQs)	
	(c) RY of initial recruitment	(Refer Q:5 & 6 of FAQs)	
6	(a) Category (Gen/EWS/OBC/SC/ST)		
	(b) Whether Ex-servicemen (Yes/No)		
	(c) Whether PH (Yes/No) If Yes, mention whether OH/HH/VH/Multiple		
7	Date of Birth		
8	Current Office & Place		
9	Current address		
10	Mobile		
11	Email id		
12	Hometown		
13	State/UT Allocated (for MTS only)		
14	Nature of Correction requested / suggested	Existing Information/ Details appearing in Profile (as of now)	Requested / suggested Correction in Profile

Note 1: All the above fields are mandatory

Note 2: Without necessary certificate(s), this form is liable to be rejected without assigning any reason and correction as requested would not be done.

**A. Officers'/Official' Certificate**

The above information / details furnished by me as well as the requested / suggested changes are true and correct.

Signature of Officer/Official

Dated

**B. DDO's / AO's Certificate**

The above requested /suggested by the Officer/Official is as per the service record(s) of the Officer/Official or as per evidence placed before me.

Signature with stamp of DDO/AO

Dated

*Note: The Officer/Official must upload duly verified profile correction form on [incometaxchandigarh.org](http://incometaxchandigarh.org), if profile verification module is enabled for that user.*